



**MSTC Limited**  
**(A Government of India Public Sector Undertaking)**

MSTC Limited is a Mini Ratna Category-I PSU under the Ministry of Steel, Govt. of India. The company is one of the leading PSU entities engaged in providing e-commerce-related services across diversified industry segments offering e-auction/e-sale, e-procurement services and development of customized software/solutions. It has an annual volume of business of approximately Rs. 1,34,804 crore during FY 2021-22 and has a record of making profit for last 50 years.

MSTC Ltd. is looking for young, energetic and motivated persons for the posts mentioned below for achieving its ambitious plans of significantly expanding its business activities. The Company offers excellent opportunities for learning and growth to the right candidates.

SL. NO.	NO. OF POSTS #	PAY SCAL E	MINIMUM QUALIFICATION *	EXPERIENCE*	AGE*
1	AM(SYS-JAVA Programmer) 3-POSTS	E-1: Rs.50,000-3%-1,60,000 (C.T.C 15.16 lacs p.a.)	BE/ B.Tech. in Electronics/ IT/ Computer Science OR MCA from a recognized University/ Institution.	Minimum 2 years post qualification experience in development in Core Java, J2EE, JSP, Servlets, Web Services (SOAP/ REST) technologies, Knowledge of SQL(IBM DB2,Oracle), HTML,CSS JQuery, JavaScript and Junit Test, Capable of using IDE's like RAD, Eclipse, Administration/tuning of IBM WAS,WEB LOGIC, JBOSS SERVER in a supervisory capacity in Government Organizations/ Public Sector Undertaking/Private concern of repute. Understanding PKI, docker, cloud-computing/cloud services platforms (e.g. AWS or azure), Mobile App development will be an added advantage.	Below 30 Years
2	AM(SYS-Networking) 1POSTS			Minimum 2 years post qualification experience in Network Device Installation & Troubleshooting for Router, Switches, Firewall & other devices, Switching, Routing, Security, LAN Cabling and WAN technologies with Disaster Recovery support, Configuring & maintaining VPN and secure access Network, IP/MPLS and Ethernet technologies, IP Services (IPv4, IPv6, VPN, Multicast, QOS, SNMP, etc.), Network Performance Monitoring in a supervisory capacity in Government Organization/ Public Sector Undertaking/Private concern of repute. Certified Network Engineer with CCNA/CCNP valid certification is required	
3	AM(SYS-Dot NET) 2-POSTS			Minimum 2 years post qualification experience of DOT NET Architecture; Administering and managing both Windows and Web Application; VB.NET, C#.NET and ASP.NET; Working with Relational Databases like IBM DB2, MS-SQL Server etc.; JavaScript, VBScript, JQuery, Cross browser CSS, XML; Web Service, AJAX; Crystal Report, Working with Stored Procedure and functions; Trouble shooting & performance tuning and Securing Application like prevention from SQL-Injection etc. in a supervisory capacity in Government Organization/ Public Sector Undertaking/Private concern of repute. Experience in WCF, WPF, LINQ, Silver light will be an added advantage.	



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Advertisement No: 01/2023

SL.NO	NO. OF POSTS #	PAY SCALE	MINIMUM QUALIFICATION*	AGE*
4	MT(OPERATIONS): 15 POSTS	E-1: Rs.50,000-3%-1,60,000 (C.T.C 14.32 lacs p.a.)	Degree/ Post Graduation Degree in Humanities/Science/Commerce/ Engineering/Law/Information Technology/ Business Administration with minimum 60% marks from a recognized University/ institute.	Below 28 years
5	MT (P&A) 2-POSTS		Degree/ Post Graduation Degree in Humanities/Science/Commerce/ Engineering/Law/Information Technology/ Business Administration with minimum 60% marks from a recognized University/ institute preferably with Post Graduate Degree/ Diploma in HR/ IR/ PM.	
6	MT(LAW)- 1 POST		Degree/ Post Graduation Degree in Law with minimum 60% marks from a recognized University/ institute.	
7	MT(HINDI)-3 POSTS		Master's degree from a recognized university or equivalent in Hindi with English as a subject at degree level. OR Masters degree from a recognized university or equivalent in any subject with Hindi and English as subject at degree level. OR Masters degree of a recognized university or equivalent in any subject with English medium & Hindi as a subject at degree. One year Diploma/certificate course in translation from English to Hindi and vice-versa from an institute recognized by Govt. of India is desirable.	
8	MT (F&A)-25 POSTS		Associate Member of the Institute of CA/CWA of India.	

\*Age, Qualification and Experience, and any other eligibility criteria shall be reckoned as on **31-03-2023**.

**# Reservation particulars:**

Posts	Vacancies	Reservation allocated					
		SC@15%	ST@7.5%	OBC@ 27%	EWS@10%	PWD@4%	Un-Reserved
MT(OPS)*	15	3	1	4	1	#1	5
MT(Hindi)*	3	0	1	1	0	#2	1
MT(P&A)	2	0	0	1	1	#3	0
MT(Law)	1	0	0	0	0	#4	1
AM(System-Java)	3	1	0	1	0	#6	1
AM(System-Dot Net)*	2	0	0	1	0	#7	1
AM(System-Networking)	1	0	0	0	0	#8	1
MT(F&A)	25	4	3	7	3	#5	9
Total	52	8	5	15	5	0	19
<b>Age Relaxation</b>		<b>5 years</b>	<b>5 years</b>	<b>3 years</b>	-	5 years for ex-servicemen who have rendered at least 5 years of Military service and have been released on completion of assignment as per the extant government of India guidelines.	

\*Backlog: 2 ST posts are against Backlog Vacancies and have been adjusted against vacancies for the post of MT(OPERATIONS) and MT(Hindi).

PwBD : 2 posts amongst the above posts are reserved for PwBD on interlocking basis with other categories for the nature of disabilities as under.

#1 identified for a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above



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#2 Identified for (a) B, LV; (b) D, HH (c) OA,BA,OL, BL, OAL, BLOA, BLA, CP, LC,Dw, AAV, MDy (d) MI (e) MD involving (a) to (d) above

#3 Identified for a) B, LV (b) D, HH (c) OA,BA, OL, OAL, CP, Dw, AAV, MDy (d) ASD,SLD,MI (e) MD involving (a) to (d) above

#4 Identified for a) B, LV b) HH c) OA,BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above

#5 Identified for a) LV b) D, HH c) OA, OL, OAL,BL, BA, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above

#6 Identified for a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above

#7 Identified for a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above

#8 Identified for a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above

**NOTE:** Fresher's who are awaiting their results need not apply. Only Indian Nationals are eligible to apply. Further, Candidates applying from organizations in the Private sector will be assessed only in terms of the requisite qualification, age, total number of years of Post-Qualification experience, and or experience as prescribed in the advertisement for the post.

**A. QUALIFICATION:**

- i) The degree offered by Institutions/ Universities should be approved/ recognized by the necessary statutory bodies for employment to posts and services under the Central Government like Association of Indian Universities (AIU)/UGC/AICTE etc.
- ii) Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the application. Calculation of percentage of marks in the qualifying degree shall be as per university/ institution rules. Please obtain a certificate to this effect from the Univ. / Institution, for submission at the time of interview. If university/Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage then the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.
- iii) For SC, ST and Persons with Benchmark Disability (PwBD) candidates, relaxation of 5% in marks stipulated in the Minimum Qualification for the post at Sl. No. 4,5 and 6 above.

**B. WORK EXPERIENCE:**

- i) The work experience shall be in full time job on monthly salary basis and in relevant area as stipulated against respective posts. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.
- ii) Period of on the job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET)/ Graduate Trainee (GT) in PSUs shall be considered for determining work experience. Articleship / Internship / Apprenticeship / Academic Project experience shall not be considered as Experience. Also, Teaching / Faculty/ Research experience shall not be considered as Experience.
- iii) In support of Work experience, Experience Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

**C. RESERVATION:**

- i) Disability should not be less than 40% to be eligible for the benefit of reservation under Persons with Benchmark Disabilities (PwBD).
- ii) For getting the benefit of reservation under OBC category, the name of caste and community of the candidate must appear in the **Central list of Other Backward Classes** available on National Commission for Backward Classes (NCBC), Government of India website [www.ncbc.nic.in](http://www.ncbc.nic.in). The OBC candidates who belong to 'Creamy Layer' are NOT entitled to OBC reservation and such candidates have to indicate their category as General. The OBC (non-creamy layer) candidates would be required to submit the requisite caste certificate in the prescribed format as applicable for employment under Central Govt. issued by the competent authority on or after 01/04/2023, at the time of document verification before GD/interview(as applicable).



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- iii) Candidates seeking reservation as SC/ST/OBC, will have to submit caste certificate at the time of verification, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidates is ordinarily a resident of.
- iv) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the MSTC to change his/her category, such request shall not be entertained by the MSTC.
- v) Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. The benefit of reservation under the EWS category can be availed upon production of an "Income & Asset Certificate" issued on or after 01.04.2023 as per DoPT guidelines. The EWS candidates are required to produce the 'Income & Asset Certificate' issued on or after the above-stipulated date as per extant DoPT guidelines and valid on the date of document verification at the time of GD/interview(as applicable). Hence the valid 'Income & Asset Certificate' issued must be obtained by the candidate on or before the date of document verification and no request for an extension of time for the production of 'Income & Asset Certificate' beyond the said date shall be entertained and if a candidate fails to produce the valid 'Income & Asset Certificate' on the date of document verification, he/ she will not be considered for appointment in the Company for the post applied for.

Disclaimer: EWS vacancies are tentative and subject to further directives of the Government of India and the outcome of any litigation. Appointments under this category is provisional and is subject to the Income & Asset certificate being verified through the proper channels.

**D. REMUNERATION:**

The remuneration shall be as per the pay scale mentioned in the table above. Besides Basic pay, candidates will also be entitled to Dearness Allowance, HRA, perquisites and allowances under cafeteria approach and other allowances including Performance Related Pay (PRP) as applicable for the post.

**E. CAREER PATH**

The Management Trainees will be on probation of one year during which they will be given on-the job training. After successful completion of the training, they will be placed in E-1 scale of pay as Assistant Manager. The Assistant Managers will be kept on probation for a period of 1 year after which they will be confirmed in the post of Assistant Manager in E-1 grade of pay.

**F. BOND:**

Selected candidates in the post of Management Trainee and Assistant Manager will be required to execute a Bond for Rs.1, 00,000/- in favor of MSTC Ltd. to serve the Company for a period of at least **5 years**.

**G. POSTING:**

Candidates may be posted in any of the offices/Joint Ventures across India as per the requirement of the Company. Only candidates willing to serve anywhere in India should apply.

**H. SELECTION PROCESS:**

- i) Candidates who fulfill the eligibility criteria will be called for the Computer Based Test(CBT). Candidates are required to appear for the CBT on the date, time and venue, which will be mentioned in the admit card. Reimbursement of Second-Class rail fair by the shortest route shall be given to outstation PWD/SC/ST candidates for appearing in written test wherever distance traveled is more than 80 KMs each way, subject to submitting proof of travel.
- ii) Candidates appearing in the All India-based CBT for the post of MT will be shortlisted for Group Discussion and thereafter for Interview and for AM will be shortlisted for Interview as per the recruitment rules of the



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company. The final selection for the posts will be based on consolidated merit of All India-based CBT, Group Discussion and Interview for Management Trainees and All India-based CBT and interview for AM (Systems).

**I. OTHER INFORMATION:**

- i) Persons working in Govt./Semi-Govt /PSU/Autonomous Body should submit NOC at the time of Document Verification, failing which they will not be allowed to appear for GD/Interview and such candidates also shall not be paid any TA (if applicable).
- ii) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- iii) Final acceptance of the candidature is subject to subsequent verification of certificates, testimonials, medical fitness, etc.
- iv) Management reserves the right to cancel /modify the vacancy/recruitment/selection process, if the need arises, without issuing any further notice or assigning any reason thereof.
- v) The candidate must ascertain the correctness of each information/detail before filling out the online application form and final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/ provided in his online application form. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage of the recruitment process or even after recruitment or joining. In case of any dispute arising about the admissibility of any particular qualification the decision of Chairman, MSTC Limited shall be final and binding.
- vi) MSTC will not undertake detailed scrutiny of online applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is only provisional. Before applying, candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be canceled and the decision of MSTC shall be final.
- vii) Canvassing by a candidate in any form shall disqualify his/her candidature.
- viii) Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Kolkata only.
- ix) Submission of more than 1(one) application by a candidate against this advertisement will not be considered.

**J. HOW TO APPLY**

Applications from interested candidates for the above posts will be accepted only through online mode. Only online application through designated source will be accepted or entertained. The candidates should have valid email ID & mobile no. which should be kept active till the declaration of result for receiving important notifications issued by the company. Candidates applying for the above posts are required to pay a non-refundable application fee of Rs 500/- (except those belonging to SC/ST/ PWD categories). Log on to [www.mstcindia.co.in](http://www.mstcindia.co.in) for full details of the application procedure for all the posts. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

**Disclaimer:**

Candidates should refer to our website only for any changes/modifications/ addendum/ information. In case of any technical problem/ clarification, candidates may raise queries using the following link: <https://cgrs.ibps.in/>

**Important Dates**

<b>Commencement of online application form</b>	27 <sup>th</sup> May, 2023
Last date of submission of application form online (Inclusive of payment of fee confirmation)	11 <sup>th</sup> June, 2023
Tentative date for written test	To be intimated here



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**DOWNLOAD OF CALL LETTER**

Candidates will have to visit the **MSTC Corporate** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter for download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

**IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

**CENTRE CLAUSES :**

1. The examination will be conducted online in venues given in the respective call letters. The Online Examination Centres:

- KOLKATA
- NEW DELHI / Delhi NCR
- MUMBAI / Thane / Navi Mumbai / MMR
- CHENNAI
- BANGALORE
- VIZAG
- VADODARA
- BHOPAL
- HYDERABAD
- LUCKNOW
- BHUBANESWAR



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- TRIVANDRUM
  - RAIPUR
  - JAIPUR
  - RANCHI
  - GUWAHATI
  - CHANDIGARH - Mohali
  - PATNA
  - NAGPUR
2. No request for change of centre/venue/date/session for Examination shall be entertained.
  3. MSTC Limited, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
  4. MSTC Limited also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
  5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and MSTC Limited will not be responsible for any injury or losses etc. of any nature.
  6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, MSTC Limited reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, MSTC Limited reserves the right to allot any other centre to the candidate.

**GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.



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(ii) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of MSTC Limited in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by MSTC Limited in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. MSTC Limited would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by MSTC Limited in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MSTC Limited reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any MSTC Limited recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. Process for Arriving at Scores  
The Scores of Online Examination are obtained by adopting the following procedure:
  - (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
  - (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied on Total Score obtained in the Online Examination





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**Test Structure:** The structure of the test for the post of Management Trainee and Assistant Manager shall be as follows:

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	English Language	15	15	English	60 Minutes
2	Quantitative Aptitude	20	20	English and Hindi	
3	Reasoning Ability	20	20	English and Hindi	
4	General Knowledge	15	15	English and Hindi	
	Part B Professional Knowledge	50	50	English and Hindi	60 Minutes
	Total	120	120		120 Minutes

For every wrong answer, 1/4th of the marks assigned to that question will be deducted as penalty.

**HOW TO APPLY**

DETAILED GUIDELINES/PROCEDURES FOR

- APPLICATION REGISTRATION
- PAYMENT OF FEES
- DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 27/05/2023 to 11/06/2023 and no other mode of application will be accepted.

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

(i) **scan their :**

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below) ensuring that all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

(iii) **The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) **The text for the hand written declaration is as follows –**

*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*

(v) **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges**

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Company may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 27-05-2023 TO 11-06-2023

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.



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**A. Application Registration**

1. Candidates to go to the **MSTC Limited** website [www.mstcindia.co.in](http://www.mstcindia.co.in) click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

**B. PAYMENT OF FEES**  
**ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**
10. Guidelines for scanning and Upload of Documents



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Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.



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- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**



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- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by MSTC Limited
  - (c) for termination of service, if he/ she has already joined the MSTC Limited.

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